

# West Virginia State Auditor's Office

## Contract Auditing Division

### Procedures for Processing Higher Education Open-Ends, Essential Piggybacks, Legacy Contracts, and Leases in wvOASIS

**Last revised: 8/12/2014**

Certain contracts in wvOASIS will not be matched and will be paid on a GAX document. Examples include Automotive Rentals, Inc., Wex Bank, BB&T, WV Interactive, building leases, and certain open-ended contracts, such as contracts for Higher Education or expired Division of Purchasing contracts still being used that do not have equivalent wvOASIS contract documents (such as DIGCOP09). The following are the procedures to pay against these contracts in wvOASIS:

- 1. Process on a wvOASIS GAX document.**
- 2. In the Document Description:**
  - a. For contract payments, the first thing that will be entered is "CONTRACT #:" and the contract number (FLT13997, ST012E02, DIGCOP09A).
  - b. For lease payments, the first thing that will be entered is "LEASE #:" and the lease number (HHR132, NAT010)
- 3. Process as a normal GAX. Remember to attach your invoice image to the Header section of the GAX document. Invoices must be black and white and may not be color. All leases and contracts should be on file with the SAO and any legacy contracts should have documentation showing the contract with the agency took effect before the contract expiration date.**

**Document Description:** LEASE #: HHR132  
Lease payment for 123 Main Street

**Document Description:** CONTRACT #: FLT12016A  
Fuel card 2014 Dodge Caravan